



Wellness is Traditional

## **JOB ANNOUNCEMENT**

Position Title: Registered Dental Assistant  
Department: Dental  
Supervised By: Dental Director  
Location: Alpine/ Campo  
Status: Non-Exempt  
Posted: October, 2017  
Closing Date: Until Filled  
Salary: \$15.17-\$23.27/hour DOE  
Hours: Part Time 16-24hrs, Monday-Friday, 8:00AM-4:30PM  
Flexibility to work evenings and weekends may be required based on need.

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### **GENERAL STATEMENT OF RESPONSIBILITIES:**

Registered Dental Assistant assists the dentist chairside. Prepares rooms for treatment, cleans, disinfects, and sterilizes instruments. Monitors patient flow and performs front and back office duties as assigned.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Stocks dental operatories and prepares them for patients by setting out lab cases, patient chart and appropriate instruments. Mounts current x-ray on view block.
2. Seats patient, places patient napkin, informs dentist that patients are ready.
3. Assists dentist chairside.
4. Takes impressions, pours models and removes excess cement from seated crowns.
5. Takes, develops, mounts and labels x-rays.
6. Applies topical fluoride, and gives hygiene instructions.
7. Following treatments, rinses patients mouth, cleans patients face, disinfects dental operatory, cleans and sterilizes dental instruments. Escorts patients to front desk with superbill.
8. Performs daily maintenance and disinfection of dental equipment and

counters.

9. Performs dental reception duties like scheduling patients, confirming appointments, answering phones, etc. as needed.
10. Assists Dental Hygienist with perio charting, dental recall and sealants as needed.
11. Maintains dental processor. Orders dental supplies.
12. Responsible for maintaining a clean dental lab, cleaning the sterilizers.
13. Turns on Adec units, runs handpieces and flushes air water syringes in morning.
14. May need to fill in at Campo location when needed.
15. Other duties as assigned.

### **QUALIFICATIONS:**

**Education/Experience:** Must have a current RDA license, Dental x-ray license, and CPR card. Education, training and/or experience which clearly demonstrate possession of the knowledge and skills stated in the position description. Must be 18 years of age or older with a High School diploma or GED certificate.

**Licenses/Certifications:** A valid California driver's license is required at the time of appointment and must be maintained throughout employment. Applicant must be insurable under SIHC vehicle insurance policy at the time of hire and throughout employment.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

**Character:** Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, pay attention to detail, follow instructions, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must be highly confidential and work as a team with other staff. Applicant should be sensitive to client's needs.

**Skills:** Strong team building, interpersonal, and organizational skills. Ability to establish and maintain effective peer relationships with coworkers within the Dental Department, clinic-wide, and the public. Must be able to express ideas clearly, concisely, address audiences effectively, and exercise balanced judgment in evaluating situations and making decisions. Willing to be part of a team and cooperate in accomplishing department goals and objectives. Ability to

prioritize, meet deadlines, take initiative, be proactive, and function in a rapidly changing environment. Ability to work with people of all social and ethnic backgrounds.

**Other:** Post job offer, applicant must successfully pass a pre-screening, including a tuberculin skin test or x-ray and a blood/urine drug screening test. Health must be adequate to perform all duties of the position. Applicant must complete SIHC Application and Authorization Form, both must be submitted to Human Resources prior to the close date indicated.

**INDIAN PREFERENCE:**

**INDIAN PREFERENCE:** In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, "Indian Health Care Improvement Act (IHCIA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.